

JOB DESCRIPTION:

Planner/Zoning Inspector
Initial Application review will be February 17, 2025

SALARY RANGE:

Minimum salary of \$55,000 per year, with final compensation based on experience and qualifications

DIRECT SUPERVISOR:

Community Development Director

GENERAL PURPOSE

The Planner/Zoning Inspector plays a key role in the administration and operations of Perkins Township. This position reports directly to the Director of Community Development, and in their absence, to the Township Administrator.

The Planner/Zoning Inspector is responsible for a range of duties related to the administration, interpretation, and enforcement of the Perkins Township Zoning Resolution, as well as the implementation of the Comprehensive Plan. The individual in this role will make recommendations regarding amendments to the planning and zoning documents. Additionally, they will conduct special studies and research related to the development of the Township's Plans and Zoning Resolution as needed.

This position also contributes to the Township's economic development initiatives.

The Planner/Zoning Inspector is responsible for issuing zoning certificates in accordance with the Township's Zoning Resolution and for the review of site and construction plans for zoning compliance. The role includes conducting field inspections, maintaining detailed records, responding to public inquiries, and investigating complaints and violations of the Zoning Resolution.

JOB RESPONSIBILITIES

1. Maintain an in-depth understanding of the Perkins Township Zoning Resolution, related forms, and all relevant local, state, and federal regulations.
2. Administer the provisions of the Zoning Resolution, interpreting its meaning and application.
3. Review residential, commercial, and industrial site plans for compliance with zoning and land use regulations.
4. Conduct site inspections as required or when deemed necessary.
5. Review and issue zoning certificates when the provisions of the Zoning Resolution are met; deny issuance in cases of non-compliance.
6. Investigate potential violations of the Zoning Resolution, take appropriate steps to resolve violations, and ensure compliance.
7. Issue stop-work orders when necessary.
8. Identify, document, and monitor violations related to non-conformity with zoning regulations.
9. Maintain comprehensive records, including applications, zoning certificates, inspection reports, zoning certificate denials, violations, and complaints.
10. Update the official Zoning Map as necessary.

11. Develop recommendations for amendments to the Zoning Resolution and Zoning Map, adjustments to zoning fees, improvements to zoning forms, and solutions to challenges encountered in administering the Zoning Resolution.
12. Coordinate the enforcement of zoning regulations and codes in active collaboration with other Township Departments and relevant agencies.
13. Promptly respond to inquiries with professionalism, accuracy, and efficiency.
14. Communicate effectively and document interactions with permit applicants, governmental agencies, businesses, and other Township Departments as required.
15. Attend all Zoning Commission and Board of Zoning Appeals meetings, as well as Township Trustee meetings as necessary. Advise board members of all matters pertaining to enforcement, compliance, and proposed amendments to the Zoning Resolution or Zoning Map.
16. Assist the Director of Community Development, Township Administrator, and Board of Trustees in the development and maintenance of the Comprehensive Plan.
17. Collaborate and interact professionally with superiors, peers, co-workers, government officials, community organizations, contractors, developers, business owners, and the public.
18. Collaborate closely and work effectively with the Administrative Assistant, Building Official, Inspectors, and other department personnel to ensure smooth and efficient operations.
19. Establish and maintain professional working relationships with superiors, peers, co-workers, governmental officials, contractors, developers, business owners, and the public.
20. Prepare and submit annual reports, as may be required, to the Director of Community Development, Township Administrator, and the Board of Trustees.
21. Identify grant opportunities, prepare grant applications, submit applications, and manage awarded grants.
22. Perform additional duties and responsibilities as directed.

SKILLS AND QUALIFICATIONS

1. Proficient in interpreting and applying a variety of informational and legal documents, including reference books, manuals, requisitions, purchase orders, invoices, applications, site plans, grading plans, blueprints, and other reports or records.
2. Strong ability to prepare clear and concise reports, letters, correspondence, and other professional documents, adhering to established formats and maintaining high standards of punctuation, grammar, diction, and style.
3. Capable of accurately recording and conveying information, meeting deadlines, and ensuring the confidentiality of sensitive or restricted information.
4. Demonstrate sound judgment, common sense, and logical problem-solving abilities in task execution.
5. Ability to perform effectively under pressure, respond promptly to urgent situations, and prioritize tasks within and across Township offices and departments.
6. Skilled in maintaining composure in challenging situations, exercising tact and professionalism, and providing clear, accurate interpretations and responses to inquiries. Demonstrate a helpful and respectful demeanor when interacting with colleagues, supervisors, and the public.
7. Comfortable and confident in speaking before groups and presenting information to organizations.

8. Excellent written and verbal communication skills, with the ability to convey information clearly and professionally.
9. Proficiency in Geographic Information Systems (GIS) is preferred.
10. Highly detail-oriented with strong organizational skills, ensuring efficiency and accuracy in all tasks.

PHYSICAL REQUIREMENTS

The following conditions represent the physical demands required to perform the essential functions of the role:

Environment:

Work is primarily conducted in a standard office environment, with frequent interactions with the general public, property owners, and contractors. The position also requires occasional fieldwork, including site visits to construction areas when reviewing development proposals or properties where complaints have been reported.

Physical:

The primary functions of the position involve sitting at a desk to operate computers, complete paperwork, and answer telephones.

The position also requires sufficient physical ability and mobility to work in an office setting, which may include prolonged periods of sitting or standing. The role requires the ability to operate a vehicle, perform fine motor tasks, and engage in physical activities such as stooping, bending, kneeling, crouching, or climbing when conducting inspections at construction sites or on other properties.

The individual must have the ability to see within the normal visual range, with or without correction, and hear within the normal audio range, with or without correction.

EDUCATION

Required: High School education or GED equivalent
Valid Ohio driver's license

Preferred: Highly preferred –
Degree in planning, public administration, or other related field.
Experience and working knowledge as a Planner or Zoning Inspector preferred.
Comprehensive knowledge in economic development and planning is preferred.
Proficient in Geographic Information Systems (GIS)

EXPERIENCE

- Understanding of basic planning principals
- Standard knowledge of construction industry and practices preferred
- Knowledge of applicable building and property maintenance codes preferred
- Construction or inspection experience preferred

BENEFITS

- Health Insurance with no monthly employee premiums
- Optional vision and dental insurance for employee and family
- Life Insurance provided
- OPERS employer contribution
- Optional Deferred Compensation Plan
- Paid vacation, sick, personal, compensatory time, and 13 holidays annually
- Longevity pay after 5 years of service
- Educational Bonus (Associate, Bachelor, and/or Master's Degree)
- Annual Educational and Uniform Allowance

Selection Guidelines

- Completed formal application (Initial Application review will be February 17, 2025)
- In-person interview
- Reference and background checks
- Pass pre-employment psychological, physical, drug and nicotine screening

Interested applicants must fill out an application and return to:

Perkins Township
ATTN: Assistant Township Administrator
2610 Columbus Ave.
Sandusky, OH 44870

Applications may be emailed to ashleyo@perkinstownship.com

Applications are located at our website: www.perkinstownship.com

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We will not accept resumes without a completed Township job application.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.

Reasonable accommodations, as prescribed by the American with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.

Perkins Township is a Drug Free and Nicotine Free Workplace